

Seat Time Waivers District Guidelines

Students may accomplish more when allowed to work at their own pace. Online courses offer students the opportunity to work at their own pace either faster or slower either to remediate academic skills or to take advanced or accelerated courses. As students remediate their academic skills (if necessary), develop study skills, gain confidence and become independent, they will make progress at a faster rate. Students will become committed to their educational development plan and want to work to reach their goal of high school graduation.

Guidelines for Taking Online Courses

Students will:

- Complete an online course readiness survey
- Have a counselor/administrator referral to take online courses with a seat time waiver
- Meet the expectations set forth in the GenNET online policy contract drawn up between the district/parent/student
- Work according to an individualized plan for graduation
- Contact their mentor regularly
- Meet district graduation requirements

Additional guidelines may include:

- Completion of an online seminar class

Support

Students may need remediation in core academic subjects. Options for developing academic skill may include:

- Traditional credit
- Credit recovery
- Modularized curriculums
- Tutoring

The school district may provide:

- Hardware
- Software
- Internet connectivity

The ISD will provide:

- Access to an online support community for all seat time waiver participants and mentors using Blackboard
- Oversight and auditing services to ensure that each district is adhering to the requirements of the seat time waiver
- Additional support as necessary

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Mentoring

Students need a friendly, caring, safe environment that includes trust. Students also need to learn discipline, social, organizational and time management skills. A certified professional educator will be assigned as a mentor to students completing online courses with a seat time waiver. Mentoring schedules will need to be flexible and offer students extended school hours. Mentors will provide a minimum of 1 contact with students per week.

Mentors may:

- Develop individualized graduation plans
- Assist students with the selection and registration of online courses
- Hold seminars to teach students study and time management skills as well as techniques for taking online courses
- Teach students how to develop study schedules and calendars
- Check on student progress communicate progress to students and their parents
- Offer emotional support
- Help students with a problem solving approach to obstacles that may limit success
- Administer assessments
- Be available to students via email and by phone
- Other

Individualized Graduation Plans

May include:

- A plan for remediation
- Identification of career technical programs
- Identification of any post secondary dual enrollment options
- Work-based learning component (internship, work experience, co-op)
- Other

Assessments

- Students may take online tests, quizzes and final exams with their mentors
- Students are required to take all district assessments such as the ACT Plan, ACT, MME, and Work Keys

Graduation

- Students who have met their district's graduation requirements and are otherwise eligible may participate in traditional graduation ceremonies
- Students may be awarded high school diplomas